FORMAL LETTER 3

You should look at the flyer on the next page and study the information carefully to write your email.

The end of year activity as stated in the flyer will take place in school after the final examinations. Your teacher has asked for suggestions on whether the activity should be carried out. As the class monitor, you will represent your classmates in suggesting the activity.

Send an email to your teacher suggesting:
- two reasons for carrying out the activity as suggested in the flyer
- two other reasons for carrying out the activity that are not stated in the flyer
- which of the reason is the most important and why you think so
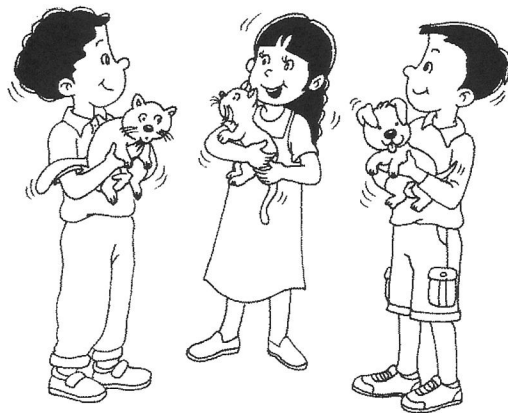
Write your letter in clear, accurate English and in a sincere and formal tone to express your reasons for suggesting the particular activity.

You should use your own words as much as possible.

We need your help!

VOLUNTEER AT THE ANIMAL SHELTER TODAY!

Every day, a dozen animals are brought to our shelter. Many of them were abandoned by their owners and were subsequently rescued by kind residents. These animals will remain in our shelter until they find families to adopt them. We need volunteers to help with the care of these animals until they find new homes.

Volunteers are needed to help with the washing and cleaning of the shelter, feeding the animals, taking some for walks and of course, playing with them. Selected volunteers will assist the veterinarians on their rounds.

We are also looking for volunteers to help out at East Coast Park at the end of the following month during our Adoption Drive. Besides manning booths that will sell animal food and toys, ushers are also needed for the event.

If you have an artistic flair, we are looking for you. We need volunteers to help design merchandise and take photographs of our animals for our Adoption Drive and other promotional activities.

You will make some new four-legged friends at the shelter. They are certainly a joy to be with!

Dear Miss Andrews

I have held discussions with the rest of my classmates and we have come up with the following reasons for volunteering at the animal shelter.

One reason we would like to volunteer at the animal shelter is because of the variety of roles required of the volunteers. Besides caring for the animals such as washing, cleaning and feeding, we can also help with the design of merchandise and other promotional activities. With the wide variety of skills and interests of the students, there will be a task that suits everyone in the class.

Many of the students have also expressed their interest in helping out at the Adoption Drive. They will man booths selling animal food and toys. They could be ushers as well at the event. This event will be held at East Coast Park and the students are keen to take part in an activity that will not only allow them to spend time outdoors but also do something meaningful at the same time.

Although several activities were suggested, volunteering at the animal shelter received the most votes because all the students like animals and they are keen to do their part to help these animals. The students were **appalled** to find out that the animals had been abandoned and they are willing to do their best to help these animals lead better lives. I think that the **passion** and interest the students have in the animals will motivate them to do their **utmost** to help and care for these animals.

The location of the animal shelter also makes it an ideal location for the end of year activity. The shelter can be easily reached by bus, allowing the students to travel to the animal shelter on their own if necessary. A shorter travelling time will give the students more time at the shelter. This will ensure that they can **maximise** their contribution to the animal shelter.

I feel that the students' passion for the activity is essential for it to be a success. They will enjoy the activity and be willing to overcome any obstacles they face. The students like animals and want to care for them. The plight of the animals has touched the hearts of the students. They are **incensed** by the way the animals have been treated and would like the opportunity to help them.

We are glad that such an activity will be held at the end of the year. We are certain that the activity will be an enjoyable and meaningful one.

Yours sincerely
Angela

Paragraph Topic

Paragraph 1
Introduction: Purpose of the email

Paragraph 2
Variety of roles for volunteers at the animal shelter

Paragraph 3
Students are keen to help out at the Adoption Drive

Paragraph 4
Students like animals

Paragraph 5
Animal shelter located near the school

Paragraph 6
Passion for the activity is the most important

Paragraph 7
Conclusion: Restate the purpose of the email

Vocabulary

1. **appalled**: to be very shocked by something unpleasant
2. **passion**: to have a strong feeling for something
3. **utmost**: the most; the greatest possible
4. **maximise**: to get the greatest results
5. **incensed**: furious

Word Use

There are different ways to communicate additional ideas for a particular point. If we are combining two similar ideas, we can use 'also' or 'too'.

- *Helping out at the shelter is meaningful. It is also fun.*
- *Helping out at the shelter is meaningful. It is fun too.*

However, we can also connect the sentences so that the ideas can flow smoothly.

- *Helping out at the shelter is not only meaningful but also fun.*
- *Not only is helping out at the shelter meaningful, it is also fun.*

We can use the words 'not only…but also'. We can use 'not only' after the subject or at the start of the sentence.

'This event will be held at East Coast Park and the students are keen to take part in an activity that will <u>not only</u> allow them to spend time outdoors <u>but also</u> do something meaningful at the same time.'